

**COMMONWEALTH OF VIRGINIA
LEASE ACCOUNTING SYSTEM**

LEASE DELETION TERMINATION EXTENSION REQUEST

- A DELETE IS APPROPRIATE ONLY TO REMOVE A LEASE THAT SHOULD NOT BE IN LAS.
- ONLY WHEN A LEASE TERMINATES EARLY, SHOULD A TERMINATION BE REQUESTED.
- AN EXTENSION SHOULD NOT BE USED AS A RENEWAL, USE LAS-1,2,3 FOR RENEWALS.
- A LEASE WILL EXPIRE AUTOMATICALLY AT THE END OF THE PAYMENT STREAM.
NO ACTION IS REQUIRED, UNLESS FINAL PAYMENT DATE CHANGES.

ACTION CODE: D=DELETE T=TERMINATE E=EXTEND (See Above)

REASON FOR REQUEST (Required): _____

AGENCY NUMBER: (3 Numeric Characters) |_|_|

AGENCY NAME: (Up to 21 Characters) | | | | | | | | | | | | | | | | | | | | | | | | |

INPUT FISCAL YEAR: (Current Fiscal Year End - June 30th) (YYYY) 06 —

CHECK: LESSEE _____ or LESSOR _____ CAPITAL LEASE _____ or OPERATING LEASE _____

LEASE NUMBER: (1 TO 4 Numeric Characters) | | | | | LAS DIVISION #: | | | | |
(FUND)

LEASE DESCRIPTION: (Up to 35 Alpha/Numeric Characters)

[illegible]

IF EXTENSION OR EARLY TERMINATION:

ADJUSTED ENDING PAYMENT DATE: (MM-DD-YYYY) | - -

PENALTY AMOUNT: (If Any) _____ or CHECK: _____ NO PENALTY

REASON: (If Penalty) _____

PAYMENT STREAM ADJUSTMENT: (Specify Reference Line #'s to Adjust)

REF.#	PAYMENT AMOUNT (\$ or Ø)	EXECUTORY COSTS (\$ OR % OR Ø)	NUMBER OF PAYMENT (1-1200)	MONTHS BETWEEN PAYMENTS (1,3,4,6, OR 12)
()				
()				
()				

PREPARER'S NAME : TITLE:

PREPARER'S PHONE NUMBER: _____ DATE APPROVED: _____

AUTHORIZED LAS SIGNATURE: _____ TITLE: _____